

THE UNIQUE ABILITY® ADVANTAGE GUIDE

| UNIQUE ABILITY® ACTIVITIES | 20 % |
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| <ul style="list-style-type: none"> • Problem-solving • Project management • Written/verbal communication • Mentoring | |
| SUPERIOR SKILL PASSION ENERGY NEVER-ENDING IMPROVEMENT | |

| EXCELLENT ACTIVITIES | 50 % |
|--|------|
| <ul style="list-style-type: none"> • Managing people • Creating systems • Content design • Conflict resolution | |
| SUPERIOR SKILL REPUTATION NO PASSION TEAMWORK | |

| COMPETENT ACTIVITIES | 20 % |
|--|------|
| <ul style="list-style-type: none"> • Training • File management • Computer skills • Scheduling | |
| MEET MINIMUM STANDARDS COMPETITION ANXIETY REPETITION | |

| INCOMPETENT ACTIVITIES | 10 % |
|---|------|
| <ul style="list-style-type: none"> • Fixing anything mechanical • Accounting/bookkeeping • Research & analysis • Cold calling (sales) | |
| FAILURE CONFLICT FRUSTRATION STRESS | |

| THE UNIQUE ABILITY® ACTION PLAN | | | |
|--|---|---|----------------|
| IMPROVEMENT IDEA | BENEFIT | SPECIFIC ACTION | DEADLINE DATE |
| 1 Turn over all training to Rahul & Sarah | <ul style="list-style-type: none"> • Will free up my time • Less stress • More focused | Meet w/ them & go over the schedule | Next week |
| 2 Read "Fierce Conversations" by Susan Scott | <ul style="list-style-type: none"> • I'll be better prepared to have the tough conversations | Buy the book | Tomorrow |
| 3 Book 2 blocks of focus time each week for projects | <ul style="list-style-type: none"> • Time to think • Less stress • More focus | <ul style="list-style-type: none"> • Schedule • Let people know | Next week |
| 4 Have Tim manage client follow-up | <ul style="list-style-type: none"> • More time available for problem-solving • He'll be better at it anyway | Meet w/ Tim to delegate effectively | 1 month |
| 5 Writing the new marketing package | <ul style="list-style-type: none"> • Increased sales • Increased referrals | Schedule time offsite to focus | End of quarter |

Name: (Your name) Date: (Today's Date)